**Millgrove School**

**To:** Homeroom Teachers

**Re:** Student Records – Year End Transitions

**From:** Gail Ferguson

**Date:** May 29, 2013

# IPP s – A final review of student’s program and transition plans are to be completed. There should be three reviews in all if the IPP has been in place all year. There should be no “surprises” for parents or students at this time. A phone call or meeting, with the student’s parents to ensure that they are in agreement with the yearend transitions and planning for next year’s goals, is recommended. Please ensure that a copy of the IPP goes in the final report card and also in the student’s cum record. Please give both copies to me to signed by Friday, June 14, 2013

1. **Student Assessment Form–** Teachers have been given a copy (April) of the year end assessment data that needs to be collected. Because paper copies can “walk”, please complete your assessment collection electronically. You can find it on the J drive under Assessment - Folder 2012\_2013. Please use grade equivalents not raw scores (if filling out standardized testing results). These records will be available for teachers to access at anytime. **Due: Friday, June 21st.**
2. **Student Records/Cumulative Records -** Every **homeroom teacher is responsible** (just as report cards are each teacher’s responsibility so are these records as they are a legal document so please do not ask EA’s to do them) for **the completion of the student records** for 2012\_2013. At year end a general check of **all** records is needed. In reviewing, please do a check for: **Please remember that cum records are not to leave the office area.** 
   1. **Record of Schools Attended –**List School, grade and entrance date, AB Education Student ID #.
   2. **Personal Information –** Check the information for accuracy. Please record parent names.
   3. **Academic Record –** Marks and attendance need to be written in for every subject (including FSL for Gr. 4 only). Please indicate whether or not an IPP is in place.
   4. **Attendance reporting for cum record –** On the report card – attendance will reflect what the office has stated is term cut off, **but** for the cum record file, attendance cannot be calculated until **Thursday, June 27th**. You will not get a print off of attendance until the morning of June 28th. Do not print, “See enclosed or attached report”-but still include a copy of June’s report card.
   5. **Test Record–** Please check the category :
      1. **Standardized/Achievement** – CAT-4 - attach label of results,
      2. **Diagnostic** – ie - Barnell/Loft Spelling, (Most will be blank)
      3. **Cognitive** – WISC-IV, WIAT-II, C-CAT, Canada QUIET/ KEY MATH, ECSS Individual Assessments and/or Alberta Learning Achievement - PATs) and indicate the date and grade in which they took place. Insert front page/ test sheet in cum.
   6. **Sorting/ Classifying –** Donnalea has the grade cover slip to go on each report card. In looking through the student records it would be really helpful if you would continue to sort all the reading tests, report cards, IPPs and anecdotal records. Please put them together chronologically. This will help to make the information more accessible.
   7. These are to be completed by **June 28th, 2013.**
3. **Promotion Certificates** - located on back of report card (or a photo-copy – available in the office).

**Please note:**  that if a student is continuing on an IPP this must be stated.

**Due to Gail for signing – June 14, 2013.**

1. **Retention Declaration Forms – A Parent signature is needed. Due June 14th, 2013 to Heather Orey.**

**Please let me know if you have any questions. Thanks.**

**Gail**